

CMS Net

Statewide Client Index Search

Statewide Client Index (SCI) Search Table of Contents

<i>Statewide Client Index (SCI) Search</i>	<i>ii</i>
<i>Table of Contents</i>	<i>ii</i>
<i>Preface</i>	<i>iii</i>
Legend	iii
<i>Statewide Client Index (SCI) Search</i>	<i>1</i>
Statewide Client Index (SCI) Search	1
Perform the SCI Inquiry	5
Definitions to SCI Inquiry Options	5
SCI Search Criteria	6
No Patient Found on SCI	6
Add Patient to SCI	7
One or More Existing Patients Found in SCI	11
View Details	13
To Link a Patient	17
To Return to SCI Inquiry	19
To Select Registration	19
To Select QUIT	19
Relinking an Existing CMS Net Patient to a New SCI Number	20
Important Note	23

Preface

Legend

In procedures on the following pages you will see various symbols used.

- ✓ When a procedure is described, the check mark indicates the result of an action.
- ➡ The arrow indicates a content note.

Statewide Client Index (SCI) Search

Statewide Client Index (SCI) Search

You are able to send a request to SCI to obtain or verify if the patient has a Client Index Number (CIN). The CIN is a number assigned by the SCI and shared across all programs participating in the use of SCI, including Medi-Cal, Healthy Families, CCS and GHPP. Using the CIN, you can accurately identify a single patient/client record in MEDS.

All new referrals **require** an SCI Search to obtain (add or link to) a CIN.

If the patient selected is not known to CMS net, or does not have a CIN, the SCI Search is required before proceeding to the Registration Face Sheet.

The SCI Search is accessed as seen below:

Select PRIMARY Option: **RE** (REGISTRATION)

Select REGISTRATION Option: **PA** (PATIENT REGISTRATION)

Continued on next page.

Statewide Client Index (SCI) Search, continued

Step	Action
1	Type “RE” for <i>Registration</i> .
2	Press <Enter>.
3	Type “PA” for <i>Patient Registration</i> .
4	Press <Enter>.

After pressing <Enter>, the Patient ID screen is displayed with the same Patient Name:

```
CMS TEST                PATIENT IDENTIFICATION FOR:                CMSPI-10
      PATIENT REGISTRATION/EDIT

Enter one of the following identifiers:

CCS Number:

Pt Name: WINNIE,POOH

Birthdate:                Gender:

Client Index Number:
```

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Statewide Client Index (SCI) Search, continued

To begin the SCI Search, do the following:

Step	Action
1	Press the Action Menu function key.
2	Press the <Up Arrow> key to New Patient.
3	Press <Enter>.

Select One:

(?) New Patient
() Return Menu

[Quit]

Continued on next page.

Statewide Client Index (SCI) Search, continued

After pressing <Enter>, the following appears:

CMS		SCI INQUIRY SCREEN		CMSSI-10	
SCI Inquiry Data> CIN:					
Core Data Elements> Consent? Date:					
Last		App		First Middle	
Name:					
Birthname:					
Birthdate:		Gender:			
Birthplace: County/State/Country:					
Mo First Nm:		Ethnicity:			
Confirmatory Data Elements>		SSN:		CCS#:	
Res Co:		Residence Zipcode:			
Current Alias:					
Patients Found on SCI:					

Step	Action
1	Enter <i>Patient Name</i> .
2	Press the <Down Arrow> key to <i>Gender</i> and enter.
3	Press the <Down Arrow> key to <i>Birthdate</i> and enter.
4	Press the <Down Arrow> key to <i>Birthplace: County/State/Country</i> and enter.
5	Press the <Down Arrow> key to <i>Mother's First Name</i> and enter.
6	Press the <Down Arrow> key to <i>Ethnicity</i> and enter.
7	Press the <Down Arrow> key to <i>Res County</i> and enter.
8	Press the <Down Arrow> key to <i>Zip Code</i> and enter.
9	Press the <Down Arrow> key.

Continued on next page

Statewide Client Index (SCI) Search, Continued

If you have any information, which can go into the optional fields, enter as well.

Perform the SCI Inquiry

After pressing the <Down Arrow> key for the last time, the following appears:

Select One:

- (?)** SCI Inquiry
- () View Details
- () Inquiry/Add to SCI
- () Force Add to SCI
- () Link
- () Pt ID

[Quit]

Step	Action
1	Press <Up Arrow> key to <i>SCI Inquiry</i> .
2	Press <Enter>.

Definitions to SCI Inquiry Options

SCI Inquiry: System searches for a match.

View Details: View the details of a potential match.

Inquiry/Add to SCI: System searches for a match and if no potential duplicate, automatically assigns a CIN #.

Force Add to SCI: After an inquiry, this option adds a patient to the SCI database and assigns a CIN #.

Link: This patient already has a CIN #, and user will link to this CIN #.

Pt ID: This option takes user back to the Patient ID screen CMSPI-10.

Continued on next page

Statewide Client Index (SCI) Search, Continued

SCI Search Criteria

When the systems goes out to search the SCI, it uses combinations of the data entered, as well as phonetically similar names.

Important Note: If you enter the SSN as one of the data elements, the search will use SSN as the key search element.

No Patient Found on SCI

After pressing <Enter>, several options could be displayed.

Each option will be discussed, with the first one being “No Patient Found on SCI”.

NO RECORDS FOUND ON CLIENT INDEX
(?) Press Enter

After pressing <Enter>, the SCI Inquiry is displayed again:

Continued on next page

Statewide Client Index (SCI) Search, Continued

CMS TEST	SCI INQUIRY SCREEN	CMSSI-10
SCI Inquiry Data> CIN: Core Data Elements> Consent? Date: Last App First Middle Name: WRONG KID Birthname: Birthdate: 01/01/1990 Gender: FEMALE Birthplace: County/State/Country: SACRAMENTO Mo First Nm: WILMA Ethnicity: FILIPINO Confirmatory Data Elements> SSN: 123-45-6789 CCS#: Res Co: SACRAMENTO Residence Zipcode: 95814 Current Alias:		
<hr/> Patients Found on SCI:		

Add Patient to SCI

To Add this patient to the SCI, do the following:

Step	Action
1	Press the function key for the Action Menu.
2	Press <Up Arrow> key to <i>"Force Add to SCI"</i> .
3	Press <Enter>.

Continued on next page

Statewide Client Index (SCI) Search, Continued

After pressing <Enter>, the following prompt appears:

Are you sure you
want to add?

(?) YES
() NO

Step	Action
1	Press <Enter> for Yes, OR Press <Down Arrow> key to No and press <Enter>.

Continued on next page

Statewide Client Index (SCI) Search, Continued

After pressing <Enter>, the following prompt appears:

Transaction Completed Successfully

(?) Press Enter

Step	Action
1	Press <Enter>.

After pressing <Enter>, the following prompt appears:

Patient Linked to CIN:
XXXXXXXXXX

(?) Press Enter

Step	Action
1	Press <Enter>.

Continued on next page.

Statewide Client Index (SCI) Search, continued

After pressing <Enter>, the following prompt appears:

CIN Filed in CMS

(?) Press Enter

Step	Action
1	Press <Enter>.

✓ The Add transaction to the SCI is complete and the first Patient Registration screen appears to complete the registration process.

Continued on next page.

Statewide Client Index (SCI) Search, continued

One or More Existing Patients Found in SCI

After pressing <Enter> at the SCI Inquiry prompt and one or more patients were found, the results appear, as below:

CMSNET	SCI INQUIRY SCREEN	CMSSI-10
SCI Inquiry Data> CIN: Core Data Elements> Consent? Date: Last App First Middle Name: WRONG KID		
Birthname: Birthdate: 01/01/1990 Gender: FEMALE Birthplace: County/State/Country: SACRAMENTO Mo First Nm: WILMA Ethnicity: FILIPINO Confirmatory Data Elements> SSN: 123-45-6789 CCS#: Res Co: SACRAMENTO Residence Zipcode: 95814 Current Alias:		
<hr/> Patients Found on SCI:		
5 Current: WRONG, KID 12/31/1997 F CIN:96796423D2 SSN:		
6 Current: WRONG, KID 12/31/1997 F CIN:96918523D3 SSN:010101010		
<hr/> [More] [Previous] [Quit]		

Statewide Client Index (SCI) Search, continued

Step	Action
1	Press <Up/Down Arrow> key to a patient's name to be viewed.
2	Press <Enter>.

After pressing <Enter>, the drop down Action Menu appears:

Select One:

- (?)** SCI Inquiry
- () View Details
- () Add to SCI
- () Link
- () Pt ID
- () Registration

[Quit]

Step	Action
1	Press <Down Arrow> key to <i>View Details</i> .
2	Press <Enter>.

Continued on next page.

Statewide Client Index (SCI) Search, Continued

View Details

After pressing <Enter>, an SCI View Patient Details screen (CMSSI-20) appears.

➡ To view the details of this patient is to **validate** this is the correct patient. The bottom part of the screen displays any confirmatory data to assist you in verifying this is the correct record found. It will also include any “Known To” programs or systems for which the patient has either applied or been enrolled in.

CMSNET	SCI VIEW PATIENT DETAILS	CMSSI-20
Original SCI Inquiry Data> CIN: 60866301M 0 CCS# T49488		
Last	App	First Middle
Name: WRONG	KID	ESTHER
Birthname: CHOW	ESTHER	NAOMI
Birthdate: 12/27/1997	Gender: F	
Birthplace: County/State/Country: SWITZERLAND		
Mother's First Name: VIVIEN	SSN:	
Residence Co: SANTA CLARA	Res Zip Code: 95667	
Current Alias:		
SCI Client Detail Data> CIN: 60866301M 0		
Last	App	First Middle
Name: WRONG	KID	ESTHER
Birthname: CHOW	ESTHER	NAOMI
Birthdate: 12/27/1997	Gender: F	
Birthplace: County/State/Country: SWITZERLAND		
Mother's First Name: VIVIEN	SSN:	
Res Co: SANTA CLARA	Res Zip Code: 95667	
Current Alias:		
Known to: CCS		
Last updated:		

Continued on next page.

Statewide Client Index (SCI) Search, continued

To View another patient, if the one originally viewed is not the correct one, do the following steps:

Step	Action
1	Press the <Down Arrow> key or the Action Menu key. ✓ The drop down Action Menu appears.
2	Press the <Up Arrow> key to <i>SCI Inquiry</i> .
3	Press <Enter>.

After pressing <Enter>, the following prompt appears:

```
*1    Current: WRONG, KID NAOMI 12/24/1997 F
      CIN:93315033D3 SSN:
2     Current: WRONG, KID NAOMI 12/20/1997 F
      CIN:94315033D2 SSN:
```

[More] [Quit]

Continued on next page.

Statewide Client Index (SCI) Search, continued

Step	Action
1	Press the <Up/Down Arrow> key to the next patient to be viewed.
2	Press <Enter>.

After pressing <Enter>, the drop down Action Menu appears:

Select One:

- (?) SCI Inquiry
- () View Details
- () Add to SCI
- () Link
- () Pt ID
- () Registration

[Quit]

Step	Action
1	Press <Down Arrow> key to <i>View Details</i> .
2	Press <Enter>.

Continued on next page.

Statewide Client Index (SCI) Search, continued

✓ The process for viewing the details of a Patient's record begins again and repeats until the correct patient is found or it is determined the patient needs to be added as a new one.

➡ If you cannot find a patient from the View Details screen that matches the patient being added to CMS, return to the original screen and select <Add>.

After you have completed viewing Patient's records on the SCI View Patient's Details Screen, CMSSI-20, you would do the following:

Step	Action
1	Press the <Down Arrow> key or the function key. ✓ The drop down Action Menu appears.

Select One:

- () Link
- () Return to SCI
- () Registration

[Quit]

Continued on next page.

Statewide Client Index (SCI) Search, continued

You have four options, as displayed in the Action Menu box:

- Link – links patient to an existing record, **OR**
- Return to SCI Inquiry – returns to SCI Inquiry screen, **OR**
- Registration – exits SCI Inquiry and continues to Patient Registration, **OR**
- QUIT – closes the Action Menu.

To Link a Patient

The Link option creates a connection between the CMS Net patient and the SCI patient with a CIN.

Step	Action
1	Press the <Up Arrow> key to the <i>Link</i> option.
2	Press <Enter>.

After pressing <Enter>, the following message will appear:

Are you sure you want to link?

() YES

() NO

Continued on next page.

Statewide Client Index (SCI) Search, continued

Selecting YES will return this prompt:

Transaction completed successfully.
(?) Press Enter

✓ After pressing <Enter>, the SCI and CMS Net Patient Registration will be updated. The Patient Registration screens will appear.

Selecting NO will return you to the original SCI Inquiry Screen, CMSSI-10, where you have the option to begin the SCI Inquiry process again or select the Add to SCI option.

Statewide Client Index (SCI) Search, continued

**To Return to
SCI Inquiry**

Selecting the *Return to SCI Inquiry* option allows you to go back to the original SCI Inquiry Screen and begin your search again.

**To Select
Registration**

Selecting the *Registration* option takes you to the Patient Registration Screen, CMSFS-10, which is the first face sheet screen in the Registration process.

To Select QUIT

Selecting QUIT takes away the Action Menu and leaves you with the original patient SCI Patient Detail screen.

Continued on next page.

Statewide Client Index (SCI) Search, continued

Relinking an Existing CMS Net Patient to a New SCI Number

If a patient record has the wrong CIN (match on SCI), a correction to the CMS Net patient record needs to be made.

You perform the same steps as previously outlined for the SCI Inquiry and View Details to select the correct SCI record.

After selecting the correct SCI record and pressing the function key for the drop down Action Menu, do the following:

Step	Action
1	Press the <Up Arrow> key to the <i>Link</i> option.
2	Press <Enter>.

Continued on next page.

Statewide Client Index (SCI) Search, continued

After pressing <Enter>, the following message will appear:

Are you sure you want to link?

(?) YES

() NO

Step	Action
1	Press <Enter> for YES, OR Press <Down Arrow> key for NO and press <Enter>.

If you pressed <Enter> for YES, the following message will appear:

Patient has CIN 999999999A 9
Replace with 98888888A 9?

(?) YES

() NO

Continued on next page.

Statewide Client Index (SCI) Search, continued

Step	Action
1	Press <Enter> for YES, OR Press <Down Arrow> key for NO and press <Enter>.

If you pressed <Enter> for YES, the following message will appear:

Transaction completed successfully

(?) Press Enter

Step	Action
1	Press <Enter>.

After pressing <Enter>, the following message appears:

Patient linked to CIN: 98888888A 9

(?) Press Enter

Continued on next page.

Statewide Client Index (SCI) Search, continued

Step	Action
1	Press <Enter>.

✓ After pressing <Enter>, the CIN has been changed to reflect the correction.

Any required or confirmatory data elements in the CMS Net/SCI Inquiry Screen will update the information that is on the SCI record.

Important Note

The incorrect (prior) SCI record/data will be deleted by the system sending a MailMan message to the System Administrator. You will not see the message. The System Administrator will contact the SCI System Administrator to request the wrong data/record be deleted. The process may take a day or two, so you will see duplicate information on the SCI in the interim.

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Statewide Client Index (SCI) Search, continued

NOTES

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